

**East Hanover Township, Lebanon County
Municipal Building
1117 School House Road
Annville, PA 17003**

**Reorganizational Meeting
January 2, 2024**

The Board of Supervisors met here in regular session at 8:00 pm.

Chairman	-	Edward Heagy	Present
Vice-Chairman	-	Stefan Wentling	Present
Secretary/Treasurer	-	Dennis Grubb	Present

The meeting was called to order by Ed Heagy. Heagy led the group in the Pledge of Allegiance to the American Flag. Heagy advised the group that the meeting was being recorded in order to aid with minute preparation.

Announcement of Newly Elected Officials – Heagy advised that the following persons were elected to vacant positions:

Supervisor	Dennis Grubb	6-year term (2024-2029)	
Auditor	Kelly Hetrick	6- year term (2024-2029)	Elected by write-in
(*Note – Kelly Hetrick later declined this position)			
Auditor	Jenny Arnold	4 year term (2024-2027)	Elected by write-in

Election of Officers – Heagy turned over leadership of the meeting to Sheila Seaman, Administrative Assistant.

Nominate/Elect Chairman – Seaman called for nominations for the Chairman of the Board of Supervisors.

Wentling nominated Edward Heagy for Chairman of the Board of Supervisors for the year, 2024. Grubb 2nd the motion.

Grubb then moved that the nominations be closed. With all three Supervisors voting in favor, Heagy was elected Chairman of the Board of Supervisors for 2024.

Seaman then passed the leadership of the meeting over to Chairman Heagy.

Nominate/Elect Vice-Chairman – Heagy called for nominations for Vice-Chairman of the Board of Supervisors.

Grubb nominated Stefan Wentling for Vice-Chairman of the Board of Supervisors for the year, 2024. Heagy 2nd the motion.

Heagy moved for nominations to be closed. With all three Supervisors voting in favor, Wentling was elected Vice-Chairman of the Board of Supervisors for 2024.

Nominate/Elect Secretary/Treasurer – Heagy called for nominations for Secretary/Treasurer of the Board of Supervisors.

Wentling nominated Dennis Grubb for Secretary/Treasurer of the Board of Supervisors for the year, 2024. Heagy 2nd the motion.

Heagy moved for nominations to be closed. With all three Supervisors voting in favor, Grubb was elected Secretary/Treasurer of the Board of Supervisors for 2024.

Public Forum – Heagy open the floor for questions/comments from those in attendance. No questions or comments were raised.

Acknowledgement of 2024 Meeting Dates/Times

(*approved at the December 18, 2023 BOS Meeting)

2024 Meeting Dates:

(All meetings will be held at the Township Municipal Building)

Tues., January 2 Reorganization Meeting @ 8:00 pm

Mon, January 29	Mon, July 29
Mon, February 26	Mon, August 26
Mon, March 25	Mon, September 30
Mon, April 29	Mon, October 28
Mon, May 20 (Memorial Day 30 th)	Mon, November 25
Mon, June 24	Mon, December 30

2024 Meeting Times:

6:15 pm caucus

7:30 pm meeting

2024 Planning Commission Meeting Dates:

(All meetings will be held at the Township Municipal Building.)

Thurs, January 18	Thurs, July 18
Thurs, February 15	Thurs, August 15
Thurs, March 21	Thurs, September 19
Thurs, April 18	Thurs, October 17
Thurs, May 16	Thurs, November 21
Thurs, June 20	Thurs, December 19

2024 Planning Commission Meeting Time:

7:30 pm meeting

*Highlighted dates are out of the ordinary routine of meeting days

Name 2024 Depositories – Wentling moved to approve Jonestown Bank & Trust Co., Fulton Bank and PLGIT as depositories for the Township for the year, 2024. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name 2024 Solicitor – Grubb moved to approve Attorney Colleen Gallo, from Barley Snyder LLP as Solicitor for the Township for the year, 2024, at a rate of \$175.00 per hour. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name 2024 Public Sewer Engineer & Township Planning Consultant – Wentling motioned to approve Hanover Engineering Associates as the Public Sewer Engineer and Township Planning Consultant for the year, 2024. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

The Hanover Engineering 2024 Fee Schedule has been provided.

Name 2024 Traffic Engineer – Heagy advised that 2 proposals have been submitted to the Township for this position. They are as follows:

1. HRG - Fee Schedules were provided
2. Rettew - Fee Schedules were provided

Grubb motioned to approve Rettew as the Traffic Engineer for the Township for the year, 2024. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name 2024 Zoning Officer – Wentling moved to approve Erik Harmon as the Township’s Zoning Officer for the year, 2024 and to approve Light-Heigel & Associates as the Alternate Zoning Officer for the year, 2024. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name 2024:

Subdivision and Land Development Review -Light-Heigel & Associates

Property Maintenance Code Enforcement – Light-Heigel & Associates

Building Code Enforcement Officer - Light -Heigel & Associates

Floodplain Administrator – Light-Heigel & Associates

Wentling motioned to approve Light-Heigel & Associates to fill the positions/roles of Subdivision and Land Development Review, Property Maintenance Code Enforcement, Building Code Enforcement Officer and Floodplain Administrator (as listed above) in the year, 2024. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

The Light-Heigel & Associates 2024 Fee Schedule has been provided.

Name 2024 On-Lot Sewer Administration and Enforcement – Wentling motioned to maintain Lebanon County Planning Department as the 2024 On-Lot Sewer Administration and Enforcement Agent for the Township. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Auditing Firm – Grubb motioned to approve SEK CPAs and Advisors as the professional auditing firm for the year, 2024, for the Township. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name 2024 Vacancy Board Member – Heagy motioned to approve Jay Wenger to a 1 year term as Vacancy Board Member in 2024. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Zoning Hearing Board Solicitor – Grubb moved to approve Attorney Amy Leonard as the Zoning Hearing Board Solicitor for the year, 2024. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Zoning Hearing Board Member – Harmon advised that Lee Shuey’s term is up for serving on the Zoning Hearing Board and he is not interested in continuing in that position. Harmon spoke with Mike Long who indicated he would be willing to serve in this position. Wentling motioned to appoint Mike Long for a 3-year term (2024-2026) on the Zoning Hearing Board. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Zoning Hearing Board First Alternate Member – (3-year term, _____)

No plans were made to fill this position at this time.

Planning Commission Member - Wentling motioned to re-appoint Ken Moyer to a 5-year term (2024-2028) on the Planning Commission. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name UCC Appeals Board – Lee Shuey & Andy Martin (2-year term)

(2024-2025)

Wentling motioned to appoint Lee Shuey and Andy Martin to 2-year terms on the UCC Appeals Board. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Agricultural Security Area Board (5 members)

Supervisor Ed Heagy, Erik Harmon, Daniel Seaman, Lawanda Hostetter, and Jeff Wenger

Wentling moved to maintain the above-named members of the Ag. Security Area Board for the year, 2024. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Discuss 2024 Open Enrollment Period – Harmon confirmed that any interested property owners should contact the Township to request evaluation for the program.

Name 2024 Dog Pound – Grubb motioned to approve *PA Dept. of Agriculture – Lauren Vincent, State Dog Warden, Lebanon County*, as the authority for East Hanover Township concerning dogs in 2024. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Tax Collection Committee Board (TCC) – Grubb motioned to approve the following persons to serve on the TCC:

James Shotzberger (indefinite term)

Alternate: Jennifer Harding

Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Continued Appointments - Grubb motioned to continue the appointments of the following persons, in their respective positions, as listed below:

EMA Coordinator – Brent Hostetter

GLRA Representative – Frankleen Gibson (5-year term, 2022-2026)

Open Records Representative – Erik Harmon

Alternate – Sheila Seaman

Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Treasurer's Bond - Wentling motioned to authorize the \$2,500,000 Security Bond covering Treasurer, Dennis Grubb. Heagy 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Set 2024 Employee Wages – Heagy advised that employee wages were reviewed during the 2024 Budget Meetings and a 4% wage increase was proposed for all employees. Wentling motioned to approve a 4% wage increase for Township employees in 2024 based on the approved 2024 Budget. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Pension Administrators - R.J. Hall Company, Inc. Carlisle, PA

Approval of Pension Package:

- For any employee working more than 500 hours/year
- 9% of base pay & overtime

Wentling moved to retain R.J. Hall Company, Inc. as the pension administrator for 2024. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Resolution #2024-01 - Escalator Clause for all bituminous and oil products

Wentling moved to adopt Resolution #2024-01 relating to the escalator clause for all bituminous and oil products. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Resolution #2024-02 - Disposition of Records

Grubb moved to adopt Resolution #2024-02 related to the Disposition of Records. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Name Northern Lebanon Fire and Emergency Services - Fire Police for 2024

Harmon advised that the 2024 NLFES Personnel List was requested, but has not yet been provided, therefore, this matter will be put on hold until the list is received.

Acknowledge Life Lion – Ambulance Service Provider - Contract term 2020-2025

Grubb moved to continue with the contract for Ambulance Service with Life Lion for the year 2024. Wentling 2nd the motion and with all three Supervisors voting in favor, the motion passed.

All three Supervisors were in favor of starting the negotiations for a new contract with Life Lion in the near future.

Acknowledge Elected Auditors:

The Supervisors acknowledged the following as auditors for the Township:

Kelly McFeaters – 6-year term (2020-2025)

Jenny Arnold – 4-year term (2024-2027)

Kelly Hetrick – 6-year term (2024-2029)

(*Note – Kelly Hetrick later declined this position)

The Auditors will meet Wednesday, January 3, 2024, at 7:00 pm at the Township Municipal Building to set salaries for the year, 2024.

Winter Workshop for Committee Members/Employees – The Board of Supervisors unanimously agreed to put this matter on hold until a later date.

Insurance Package Renewal – Wentling moved to grant permission to begin process of looking into insurance for the new year. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Approval to Pay Normal and Customary Bills as Needed Prior to Final Approval at Board of Supervisors' Monthly Meeting – Wentling motioned to grant approval to pay normal and customary bills as needed prior to final approval at Board of Supervisors' monthly meeting. Grubb 2nd the motion and with all three Supervisors voting in favor the motion passed.

Name Voting Delegate – 2024 PSATS Annual Conference April 14-17, 2024 - Harmon advised that Registration opens January 9th for the 2024 PSATS Annual Conference. The Board of Supervisors unanimously agreed to continue this matter until it is decided if/who will attend the conference and be willing to serve as the voting delegate.

Financial Securities – Increase all active Financial Securities 10% as permitted by MPC
Wentling motioned to increase all active Financial Securities by 10% as permitted by MPC. Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

2024 Mileage Rate - Wentling motioned to approve the IRS Mileage Rate as the Township's mileage reimbursement rate for 2024. (The IRS Mileage Rate is currently 67 cents per mile). Grubb 2nd the motion and with all three Supervisors voting in favor, the motion passed.

Other Business:

Ground Along Racehorse Drive - Heagy inquired as to what will happen with the dirt that is piled along Racehorse Drive where the tiling was done this year. Harmon advised that it was left there to settle before future leveling is done. Heagy advised that it makes it a bit difficult for wide loads to pass on that road.

10244 Allentown Blvd. – Attorney Gallo advised that she was informed that the astro-turf has been removed from this property. She will check into the matter to confirm.

Upcoming Meeting Dates:

Auditor Meeting	Wednesday, January 3, 2024 @ 7:00 p.m.
Planning Commission	Thursday, January 18, 2024 @ 7:30 p.m.
Board of Supervisors	Monday, January 29, 2024 @ 7:30 p.m.

With no further business to discuss, Grubb motioned to adjourn the meeting. Wentling 2nd the motion and with all three Supervisors voting in favor, the meeting was adjourned at 8:53 p.m.

Respectfully Submitted,

Sheila M. Seaman
Administrative Assistant